



Artist residency application

academic year
2005 2006
for residency sponsors

Description

This program places professional artists of various arts disciplines listed in the Commission's current *Artist Roster* in residencies directed toward elementary and secondary students and their teachers. Residencies must be designed to reinforce the scope and sequence of curriculum-based arts instruction taught by arts specialists and provided by the school/school division.

Application Deadline

Completed applications must be received by the Commission on or before 5:00 p.m., April 1, 2005.

Eligibility & Review Criteria

Virginia elementary and secondary schools which meet the basic eligibility criteria on pages 5-6 of the *Guidelines for Funding, 2004-2006*, are eligible to apply for funding through this program. Private, federally tax-exempt schools that are in compliance with the Civil Rights Act and the Rehabilitation Act may also submit applications. A school division may apply on behalf of several schools; however, it must comply with all Commission requirements at each school. The criteria upon which the application will be reviewed include: residency program description (all components); planning/evaluation/ student assessment; how the residency will reinforce the school's curriculum-based arts instruction; financial information; and residency program administration.

Amount of Assistance


Generally, the Commission will award no more than 50 percent of the total cash cost of the residency program. First-time applicants, however, may request up to two-thirds of the total eligible cash cost of the residency. In-kind (non-cash) contributions are not allowed as part of a match for this program. Funds from other Virginia Commission programs may not be used as part of the match. Only the following residency expenses are allowable: salary for the artist(s); consumable materials for the artist's workshops; consumable materials for the workshop participants; travel (standard rate per mile) for the residency artists(s); program documentation (video/audio tapes, slides, etc.); and an honorarium for the artist(s) for one on-site pre-residency planning day.

Application Review & Payment Procedure

Completed applications must be received by the Commission on or before the published deadline. The Commission does not accept application materials via facsimile transmission or other electronic means. All Artist Residency Program applications are reviewed by the Commission's statewide Arts in Education Advisory Panel. The Panel makes funding recommendations; the members of the Commission make all final funding decisions. The Commission will pay a portion of each grant award at the beginning of the school year. The final payment will be made after the Commission receives and approves the year end report/evaluation. Final reports must be submitted within 30 days following the completion of the residency and before June 15, 2006.

Application Checklist

Use the following to verify the submission of all required materials, number of photocopies and other requirements:

- o The applicant has read the Commission's *Guidelines for Funding, 2004-2006*, the current *Arts Education Resource Book*, and the current *Artist Roster*, as well as the application instructions.
 - o The original application and all requested attachments, and 16 photocopies of the application and all attachments (total = 17) have been completed, signed, collated properly (do not bind the applications), and submitted to the Commission. Applications must be received by the Commission on or before the published deadline.
 - o 1 original signed Grant Conditions Agreement is attached to the original application.
 - o The school division's federal Employer Identification Number has been provided on page 1 of the application form (applications cannot be processed if the correct 9-digit number is not provided). Payments to public schools may be made via electronic transfer. If so, grant payments will be directed to the school division's central office not to the individual public school. Please notify officials in the school division's business office about this application for funding from the Commission.
 - o A current, professional résumé for each participating school's On-Site Local Coordinator is attached to the original and to each photocopy of the application.
 - o All non-public school applicants must include a copy of the federal tax exemption letter to demonstrate not-for-profit status.
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NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE*Racial/Ethnicity Data Collection Form***Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

A: Asian
B: Black/African American
H: Hispanic/Latino
N: American Indian/Alaskan Native
P: Native Hawaiian/Pacific Islander
W: White

Organizational/Institutional Applicants (e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more Asian
B: 50% or more Black/African American
H: 50% or more Hispanic/Latino
N: 50% or more American Indian/Alaskan Native
P: 50% or more Native Hawaiian/Pacific Islander
W: 50% or more White
99: No single group listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: Asian individuals
B: Black/African American individuals
H: Hispanic/Latino individuals
N: American Indian/Alaskan Native individuals
P: Native Hawaiian/Pacific Islander individuals
W: White individuals
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

Virginia Commission for the Arts Grant Conditions Agreement

Artist Residency Program: 2005-2006

Attach a signed Agreement to the original Artist Residency Program Sponsor application.

Not-for-profit, tax exempt status:

Virginia Commission for the Arts grantees are required to be not-for-profit and exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

Matching funds (see the Commission's *Guidelines for Funding, 2004-2006*):

Virginia Commission for the Arts funds are limited to -

™up to 2/3 of the total cash cost of the eligible expenses for the Artist Residency for first-time applicants

™up to 50% of the total cash cost of the eligible expenses for the Artist Residency for all other applicants

NOTE: Funds from other Commission grant award programs may not be used to match any portion of Artist Residency Program income. Refer to the *Arts Education Resource Book* and the *Guidelines for Funding, 2004-2006* for the list of eligible expenses.

Lobbying:

No part of a Virginia Commission for the Arts grant award shall be used for any activity intended or designed to influence a member of Congress or the Virginia General Assembly to favor or oppose legislation.

Financial Requirements:

Each grantee school/school system/organization will -

™provide accurate, current and complete financial records for each grant award

™maintain records which identify the source and application of funds for all grant-supported activities

™maintain accounting records which are supported by source documentation

™maintain effective control over and accountability for all funds, property, and other assets thus ensuring their use for authorized purposes only

™maintain procedures for timely disbursement of funds

™maintain procedures for determining allowable expenditures in compliance with Artists in Education Residency guidelines

™provide the Virginia Commission for the Arts, or its authorized representative, access to all grant-related financial records

™retain financial records for three years following the submission of the residency program final report or until any audit findings involving the records have been resolved, whichever is the longer period

Application as Contract:

The grantee will expend the funds only for the purposes described in the application. The grantee must request approval in writing for any changes in budget, residency program description, artist(s), local on-site coordinator(s), etc., before implementing the change(s). Only eligible artists included in the Commission's current *Artist Roster* may participate. Non-compliance with these policies, or any other policy of the Commission, can result in the loss of funding.

Civil Rights:

Each grantee shall comply with these Federal statutes and regulations:

Title VI, Section 601, of the Civil Rights Act of 1964, provides that no person, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX, Section 1681 of the Education Amendments of 1972 provides that, with certain exceptions, no person, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against handicapped persons on the basis of physical or mental handicaps in Federally assisted programs.

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Compliance includes the following:

™notify employees of the school/organization and participants in and beneficiaries of the school or organization's program that it does not discriminate on the basis of handicap
 ™operate programs and activities accessible to and usable by handicapped persons
 ™maintain on file, and make available for public inspection, a self-evaluation plan developed with the assistance of handicapped persons, or organizations representing handicapped persons containing:

1. policies and practices for making programs accessible
2. plans for making any structural modifications to facilities necessary for accessibility
3. a list of the handicapped persons or organizations consulted
4. the signature of the person responsible for the school or organization's compliance efforts

Reporting Requirements:

Each grantee school/organization will submit to the Virginia Commission for the Arts, within 30 days of the completions of all residency activities and before June 15, 2005, a complete final report (including financial information) and evaluation form. Blank forms are distributed with each award letter and are included in the *Arts Education Resource Book*. The residency program description and financial reports include:

- a. the actual budgeted amount(s) for all eligible expenses associated with each Artist Residency Program and grant award, prepared from the grantee's accounting records, all sources and amounts of income (including the total Commission grant award)
- b. the actual participant/attendance statistics for each residency by the categories listed on the report (provided in numbers not percentages)
- c. artist participation by the categories listed (provided in numbers not percentages)
- d. summary of all residency components, results, student progress, etc., in narrative form
- e. the sponsor's evaluation form
- f. each artist's evaluation form

NOTE: 15% of each grant award will be withheld pending Virginia Commission for the Arts receipt and approval of each final report and evaluation form. Final reports received after June 15, 2005 will not be processed. Final reports will be considered incomplete if all evaluation forms, statistics, financial information, and a summary of residency components and activities are not included.

Acknowledgment:

All published material and announcements regarding the Commission-funded residency or activity, must include an acknowledgment that **the residency/activity is funded, in part, by a grant from the Virginia Commission for the Arts.**

Assurances:

Each application and final report must be signed by an individual duly authorized by the school or governing body of the organization to act upon its behalf. The signature of that individual indicates compliance with all of the grant conditions summaries above and all of the activities and information described and outlined in the application.

The undersigned certifies to the best of his/her knowledge that the information in this application is true and correct, the filing of this application has been duly authorized by the school or governing body of the organization, and the applicant agrees to comply with all grant conditions stated above and all policies and procedures of the Virginia Commission for the Arts.

Type or Print Name of School/School Division Authorizing Official

Title of Authorizing Official

Signature of Authorizing Official

Date

Applicant School

or

Applicant Organization

NOTE: Applicants must provide the Virginia Commission with the applicant school (division) or applicant organization Federal Employer Identification Number. Applications will not be processed if this 9-digit number is not provided. Contact your school division central office for assistance. Payments to public schools may be made via electronic transfer. If so, all grant payments may be sent to the school division central office.

All public school applicants must notify school division authorities about the request for matching funds from the Virginia Commission for the Arts.

2005-2006 Artist Residency Program (PK-12)

VIRGINIA COMMISSION FOR THE ARTS

223 Governor Street
Richmond, VA 23219-2010
804.225.3132

The original and 16 photocopies (total = 17) of the completed, signed, and collated application & all allowable attachments must be received by the Commission no later than 5:00 p.m., April 1, 2005. Please read the *Guidelines for Funding, 2004-2006*, and the current *Arts Education Resource Book* before completing an application.

Commission Use Only

Client # _____ Grant I.D. # 06- _____

	Initials	Date
Entered Prepan 1	_____	____/____/____
Entered Prepan 2	_____	____/____/____
Approved Exec. Dir.	_____	____/____/____
Award Amt. Entered	_____	____/____/____

1. SCHOOL NAME/SCHOOL DIVISION, SCHOOL ADDRESS, ZIP: _____

2. COUNTY or CITY SCHOOL DIVISION: _____

4. TELEPHONE # (including area code): _____

5. E-MAIL ADDRESS: _____

6. TOTAL RESIDENCY EXPENSES (CASH ONLY): \$ _____

7. AMOUNT REQUESTED FROM COMMISSION: \$ _____

FIRST-TIME ARTISTS IN EDUCATION RESIDENCY APPLICANT?: ☐ YES ☐ NO

The total cash expenses indicated in #6 must equal the total cash expenses indicated in #16. First-time Artist Residency sponsor applicants may request up to two-thirds of the total eligible cash expenses. The amount requested from the Virginia Commission (#7) must equal the amount requested on line (g), #15. Returning applicants may request up to 50% of the total eligible cash expenses.

8. ARTS DISCIPLINE(S) OF RESIDENCY:

☐ Architecture ☐ Crafts ☐ Dance/Movement ☐ Film/Video ☐ Folk Arts ☐ Music ☐ Poetry/Fiction ☐ Theatre ☐ Visual Art ☐ Multi-Discipline (check applicable disciplines)

9. GRADE LEVEL(S)/LENGTH OF RESIDENCY PROGRAM (provide information as requested in space below) Each of the required components must take place at each participating school site:

	Artist Name: _____ School: _____	Artist Name: _____ School: _____	Artist Name: _____ School: _____
a) Number of participating schools	_____	_____	_____
b) Grade level(s)	_____	_____	_____
c) Hours <u>per day</u> for artist's work with students	_____ (per day)	_____ (per day)	_____ (per day)
d) Hours <u>per day</u> for artist's personal work (<u>up to</u> 50% of time)	_____ (per day)	_____ (per day)	_____ (per day)
e) Total hours <u>per day</u> for all residency activities	_____ (per day)	_____ (per day)	_____ (per day)
f) Total number of <u>full days</u> at each school	_____ (full days)	_____ (full days)	_____ (full days)

10. CERTIFICATION OF ASSURANCES:

The undersigned certifies that the information in the application and its attachments is true and correct. The filing of this application has been duly authorized by the governing body of the applicant school or organization. The applicant school or organization agrees to comply with all of the terms included in the Virginia Commission for the Arts Grant Conditions Agreement for 2005-2006. If the applicant cannot comply for any reason the applicant school or organization must contact the Commission immediately. The undersigned further certifies that he/she has read the Commission's *Guidelines for Funding, 2004-2006*, and the current Arts Education Resource Book, has signed and attached the Grant Conditions Agreement, and has provided the applicant's correct Federal Employer Identification Number as required by the Commonwealth of Virginia. The undersigned understands that only artists listed in the Commission's current Artist Residency Program *Artist Roster* are eligible to be engaged for Commission-funded residencies.

Type or Print Name of Principal/Asst. Principal/Director

Title

Signature of Authorizing Official

Date

11. NAME & ARTISTIC DISCIPLINE OF EACH ARTIST SELECTED FROM THE VIRGINIA COMMISSION'S ARTISTS-IN-EDUCATION RESIDENCY PROGRAM *ARTIST ROSTER WITH WHOM THE SCHOOL HAS DEVELOPED THIS RESIDENCY PROGRAM* (the artist's involvement in planning the residency must be detailed in #18):

☐ An *up-to-date* résumé for *each* artist listed above must be included with the application. The résumé should follow page 6 of the original and each photocopy copy of the application.

12. LIST THE SCHOOL/SCHOOL DIVISION'S PREVIOUS VIRGINIA COMMISSION-FUNDED ARTIST RESIDENCY PROGRAMS, ARTISTS AND GRANT AWARD AMOUNT(S) (list the residencies chronologically and provide the information requested below):

Artist & Arts Discipline(s)	Academic Year & Residency Date(s)	Virginia Commission Artist Residency Grant Award

IF YOU HAVE SELECTED THE SAME ARTIST(S) AND/OR ARTISTIC DISCIPLINE(S) USED PREVIOUSLY, DESCRIBE YOUR RATIONALE:

13. NAME OF *EACH* SCHOOL & *EACH* SCHOOL'S ON-SITE RESIDENCY COORDINATOR (all participating schools must select an on-site residency coordinator):

School Name	On-Site Residency Coordinator

☐ An *up-to-date* résumé for *each* on-site residency coordinator listed must be provided. Attach the résumé(s) following page 6 of the original and each photocopy of the application.

14. INDICATE THE CURRICULUM-BASED, SEQUENTIALLY-ORGANIZED ARTS INSTRUCTION CURRENTLY DELIVERED/PROVIDED BY CERTIFIED/ ENDORSED ARTS SPECIALIST/S IN THE SCHOOL/SCHOOL DIVISION (this does not include artist residencies, grants to teachers, touring artists, field trips, etc.):

WHICH ARTS DISCIPLINE(S) IS (ARE) TAUGHT BY AN ARTS SPECIALIST AS PART OF THE SCHOOL/SCHOOL DIVISION'S CURRICULUM? (check all that apply and detail grade level/hours of instruction for each arts discipline):

☐ Visual Art

☐ Music

☐ Dance/Movement

☐ Theatre/Drama

☐ Poetry/Fiction

☐ Other (specify) _____

HAS THE SCHOOL/SCHOOL DIVISION DEVELOPED WRITTEN CURRICULA FOR ARTS INSTRUCTION?

☐ YES☐ NO

IS THE ARTS INSTRUCTION DELIVERED BY CERTIFIED/ENDORSED ARTS SPECIALISTS/TEACHERS?

☐ YES☐ NO

Grade Level(s) _____	-Visual Art	How many hours per week? _____	-Visual Art
Grade Level(s) _____	- Music	How many hours per week? _____	-Music
Grade Level(s) _____	-Dance/Movement	How many hours per week? _____	-Dance/Movement
Grade Level(s) _____	-Theatre/Drama	How many hours per week? _____	-Theatre/Drama
Grade Level(s) _____	-Poetry/Fiction	How many hours per week? _____	-Poetry/Fiction
Grade Level(s) _____	-Other (specify)	How many hours per week? _____	-Other (specify)

COMMENTS:

IF YOUR SCHOOL OR SCHOOL DIVISION DOES NOT PROVIDE CURRICULUM-BASED ARTS INSTRUCTION, DESCRIBE THE TIMETABLE, PLAN FOR AND COMMITMENT TO PROVIDING CURRICULUM-BASED ARTS INSTRUCTION (Is the school or school division developing a curriculum-based arts program? If so, what is the timetable? Has the school/school division applied for and received Virginia Commission Arts Curriculum Development Grant funding? If so, briefly describe the project and its current status.):

IF YOUR SCHOOL/SCHOOL DIVISION DOES NOT PROVIDE CURRICULUM-BASED ARTS INSTRUCTION, PLEASE DESCRIBE THE REASON(S) (The Commission's Artists-in-Education Residency Program is intended to reinforce the scope and sequence of the arts instruction provided by an arts specialist in your school or school division. Residencies may not supplant ongoing, sequential arts instruction delivered/taught by a certified/endorsed arts specialist):

15. ESTIMATED CASH INCOME (REVENUE) AVAILABLE TO FUND ARTIST RESIDENCY PROGRAM:

a) School and/or School Division	\$ _____
b) PTA/PTO/Other Parent Group	\$ _____
c) Local Arts Agency or Arts Organization	\$ _____
d) Community Service Organization(s)	\$ _____
e) Foundation(s)	\$ _____
f) Other (specify) _____	\$ _____
g) Virginia Commission for the Arts ((Artist Residency)	\$ _____ (pending approval)
TOTAL CASH INCOME	\$ _____ (a+b+c+d+e+f+g)

NOTE: Funds from other Virginia Commission for the Arts programs may not be used to match any portion of the residency income.

16. ESTIMATED CASH EXPENSES FOR ARTIST RESIDENCY PROGRAM:

a) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
b) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
c) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
d) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
e) Total travel for the Artist(s)	\$ _____ (\$ _____ /mile X _____ miles)
f) Consumable materials/supplies for workshop participants	\$ _____
g) Consumable materials/supplies for artist(s) for workshops	\$ _____
h) Artist honorarium for 1 on-site pre-residency planning day	\$ _____
i) Residency documentation (slides, video/audio tapes, etc.)	\$ _____
TOTAL CASH EXPENSES (must equal # 14 total)	\$ _____ a+b+c+d+e+f+g+h+i)

NOTE: Eligible expenses include only the items above. If all artists are paid the same daily rate you may use one line - provide the total number of combined days for all artists, however. An itemized list of specific consumable supplies must be included in the residency description (#18).

17. DESCRIBE WHAT STEPS YOU WOULD TAKE IF PARTIAL FUNDING IS AWARDED BY THE COMMISSION (Funding is limited and not all applications are recommended for full funding. If partial funds are awarded, would you proceed with the residency as described in this proposal? If not, how would you alter the residency program? Be specific describing your contingency plans.):

18. ARTISTS IN EDUCATION RESIDENCY PROGRAM PARTICIPANTS (estimate the number of active residency workshop participants in each category listed below):

a) Total Number of Workshop Participants (<u>student</u> workshops)	_____
b) Total Number of Workshop Participants (<u>teacher</u> workshop)	_____
c) Total Number of General Participants (<u>public</u> activity)	_____
d) Total Assembly/Exhibition/Reading Attendance	_____
TOTAL # OF ESTIMATED RESIDENCY PARTICIPANTS	_____ (a+b+c+d)

Breakdown of Student Participants (students may be included in more than one category):

_____ # Elementary Students	_____ # Core Group Student Participants
_____ # Middle School Students	_____ # Special Education Student Participants
_____ # High School Students	_____ # Talented & Gifted (TAG) Student Participants
	_____ # Minority Student Participants
	_____ # Vo-Tech Student Participants
	_____ # General Student Participants

Residency Events/Activities (estimated):

# of Exhibitions	_____
# of Performances	_____
# of Readings	_____
# of Workshop	_____
# of Other	_____

Residency Sites:

# of Participating Elementary Schools	_____
# of Participating Secondary Schools	_____
# of Participating Organizations	_____

TOTAL SITES:

(must equal 8a)

19. RESIDENCY DESCRIPTION: Commission-funded residencies must include all required components at each participating school: at least 10 core group sessions, workshops for the general student population, 1 formal workshop for teachers, an activity open to the public, and on-site studio time for the artist(s). An outline format or bullets may be used for the (up to) two-page description. All activities must take place during the regular school day. Describe all of the following in the order listed:

- A. **planning** process (needs assessment, artist selection, planning team)
- B. **curriculum-based arts instruction** provided by certified arts specialists in the school
- C. **required residency components** (describe content/focus of each component)
- D. **residency goals**
- E. **learning objectives in the arts** (arts SOL) each component will reinforce
- F. **schedule** (number and duration of core group sessions, studio time, general workshops, teacher workshop, public activity)
- G. **participants** (rationale and selection process, grade level, pre-residency preparation)
- H. **consumable supplies** (specific itemized list with costs; do not attach a separate sheet)
- I. **facilities, workshop/performance/office space** and **equipment** available for the artist(s), students, other participants (be specific)
- J. **assessment** of student learning and growth (describe specific tools/methods, outcomes)
- K. **evaluation** of the residency (describe plan, specific tools, participants) and whether the goals were achieved

NOTE: If a residency is an interdisciplinary residency (involving more than one arts discipline), describe the rationale and structure of the residency and how the disciplines and the artists will work together to address the goals of the residency. If the residency is multi-disciplinary but not interdisciplinary, describe the rationale and structure of the residency and how each art form will address residency goals.

Up to two 8 1/2" X 11" sheets of white paper may be substituted for pages 5 & 6 of this application if you wish to use a computer to prepare the residency description. If you substitute one to two sheets, please title the pages(s) 19. RESIDENCY DESCRIPTION. Number the pages 5 of 6 (and 6 of 6, if applicable). All other pages and sections of the Commission's printed form must be used for all other application responses. Please do not use a type size smaller than 12 point. Print on one side of each sheet. Please type, use standard margins and line spacing, and 12-point type.

You may use the front of pages 5 & 6 of this application for your residency program description if preferred. If additional space is needed for the residency description (#19) you may continue on the front of the next page. If additional space is not required for #19 discard page 6.

Do not attach additional pages for the residency description or other responses. Additional pages will be discarded.

19. RESIDENCY DESCRIPTION, cont. (use the front of this page if additional space is needed for #18 - discard if additional space for #18 is not needed):